

**REGIONAL DIRECTOR FOR STRATEGIC PLANNING AND PROGRAM  
DEVELOPMENT**  
**OFFICE OF OVERSEAS PROSECUTORIAL DEVELOPMENT, ASSISTANCE AND TRAINING**  
**CRIMINAL DIVISION**  
**U.S. DEPARTMENT OF JUSTICE**  
**WASHINGTON, DC**

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**About the Office:** The mission of Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT) is to assist prosecutors and judicial personnel in other countries develop and sustain democratic criminal justice institutions. Due to its global engagement, OPDAT supports the Justice Department's interests by focusing on transnational criminal matters, by promoting the rule of law and regard for human rights, and by assisting emerging democracies as they attempt to build and maintain viable criminal justice institutions. OPDAT also serves as a facilitator for hundreds of international visitors who each year come to the United States to gain insight into its legal system. This opportunity for comparative law dialog aids the Justice Department in its efforts to promote international legal assistance. For more information about the Section and its work, see the OPDAT website at: [www.usdoj.gov/criminal/opdat](http://www.usdoj.gov/criminal/opdat).

**Responsibilities and**

**Opportunity Offered:** The Office seeks an experienced Attorney currently detailed to the Department, Assistant United States Attorney or Department of Justice Trial Attorney to fill the position of Director for Program Development. Based in Washington, D.C., the Director for Strategic Planning and Program Development is responsible for designing and helping to implement OPDAT programs overseas, and for anticipating and helping OPDAT meet future program needs. In developing projects, the Director will incorporate Department and OPDAT policies and priorities, reflect funders' expectations and goals, and draw on best practices and lessons learned in the field of criminal justice sector development. In addition to being responsible for or overseeing broad research and development of proposals, work plans and other program materials, the Director has responsibility for establishing contacts and maintaining good working relationships with funders, such as the Department of State and the U.S. Agency for International Development, to ensure and increase demand and revenue for OPDAT programs. Specifically, the Director will help define and further the strategic interests of the Department of Justice and OPDAT; research, coordinate and develop program proposals; evaluate project effectiveness; capture and incorporate lessons learned and best practices; and assist in the process of developing evaluation methodologies and performance measures. In the design and implementation of programs, the Director will work closely with OPDAT senior management/ regional directors, the International Criminal Investigative Training and Assistance Program (ICITAP), relevant sections of the Criminal Division, funders and other USG agencies. The position is at the GS-15 level.

**Qualifications:** Required qualifications: An applicant must be a Department Trial Attorney, an Assistant United States Attorney, or an experienced attorney currently detailed to the Department; possess a J.D. degree and be an active member of the bar in good standing (in any jurisdiction). Applicants must also have: 1) experience in strategic planning and program



development; 2) at least ten years of experience in criminal justice sector program development and management; 3) management or administrative experience in the legal field; 4) experience working in at least one USG foreign affairs agency; and 5) demonstrated fund raising and financial management experience (These requirements must be clearly described in the applicant's resume.)

**Preferred qualifications:** An advanced legal degree or specialization in international law is preferred. Useful foreign language skills are also preferred.

**Travel:** Periodic international travel may be required.

**Salary Information:** Current salary and years of experience determine the appropriate salary level. The possible range for a GS-15 position with Washington, DC locality pay is \$103,947 to \$135,136. (See OPM's Web page at [www.opm.gov/oca/payrates/index.htm](http://www.opm.gov/oca/payrates/index.htm))

**Location:** Washington, DC

**Relocation Expenses:** Relocation expenses are not authorized.

**Submission Process**

**and Deadline Date:** To apply for this position, please submit a cover letter (highlighting relevant experience), a detailed resume and/or OF-612 Application for Federal Employment, or a current SF-171 (Application for Federal Employment), a writing sample and a current performance appraisal (if applicable) to:

Mr. Carl Alexandre, Director, Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT), Criminal Division, U.S. Department of Justice, 10<sup>th</sup> and Pennsylvania Aves., NW, Washington, DC 20530. Faxed or E-mailed submissions are also acceptable. Mr. Alexandre's fax number is (202) 616-8429. Use his internal JCON address or his external E-mail address, which is [Carl.Alexandre@usdoj.gov](mailto:Carl.Alexandre@usdoj.gov).

Applications must be sent by July 15, 2005.

**Department Policies:** [Equal Employment Opportunity and Security Clearance Policies.](#)